

## Message Text

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PAGE 01 WARSAW 04718 131232Z

47

ACTION COME-00

INFO OCT-01 EUR-06 ISO-00 EB-05 RSC-01 DRC-01 ABF-01 M-02

MMS-04 SP-03 PER-01 /025 W  
----- 053426

R 131210Z AUG 74

FM AMEMBASSY WARSAW  
TO SECSTATE WASHDC 0515

UNCLAS WARSAW 4718

EO 11652: N/A

TAGS: BEXP, PL

SUBJECT: TRADE DEVELOPMENT CENTER BUDGET REPORTING REQUIREMENTS

FOR COMMERCE: BEWT: OEWT: S. ABRAHAMSON

1. THE REQUIRED TDC MONTHLY REPORTS ON STATUS OF APPROVED BUDGET (DIB-445) HAVE IN THE PAST BEEN PREPARED BY THE TDC DIRECTOR. SINCE NEITHER THE DIRECTOR NOR HIS STAFF HAVE HAD BASIC TRAINING IN FISCAL MATTERS, THE REPORTS HAVE REQUIRED EXCESSIVE TIME AND EFFORT. AS A RESULT, FEW REPORTS HAVE BEEN SUBMITTED, AND NONE HAS BEEN ON TIME.

2. WE THEREFORE RECOMMEND THAT BEWT APPROVE AND FUND TRAVEL BY A KNOWLEDGEABLE ADMINISTRATIVE ASSISTANT ON THE OVERSEAS COMMERCIAL STAFF TO WARSAW FOR TRAINING THE TDC DIRECTOR AND LOCAL INFORMATION ASSISTANT HANNA WISNIEWSKA IN THE PREPARATION OF THESE REPORTS AND IN OTHER FISCAL AND ADMINISTRATIVE MATTERS. THE AA WOULD ALSO CONSULT WITH EMBASSY B&F AND ADMIN SECTIONS AS NECESSARY.

3. EMBASSY WARSAW BUDGET REQUEST FOR FY75 INCLUDES NEW POSITION FOR RECEPTIONIST-TYPIST AT TDC. IF THIS POSITION IS AUTHORIZED, THE BURDEN OF TYPING, WHICH THE INFORMATION ASSISTANT NOW CARRIES ALONE, COULD BE SUFFICIENTLY REDUCED TO PERMIT HER TO WORK ON PREPARATION OF DIB-445 AND OTHER FISCAL MATTERS. RECEPTIONIST-TYPIST WOULD ALSO WORK AS PART-TIME LIBRARIAN AS TDC COMMERCIAL

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LIBRARY EXPANDS IN ACCORDANCE WITH RECOMMENDATION OF

STATE-COMMERCE WORKING GROUP.

4. IN PLANNING VISIT BY AA TO WARSAW, PLEASE BEAR IN  
MIND THAT INFORMATION ASSISTANT RETURNS FROM ANNUAL LEAVE  
AUGUST 19 AND THAT TDC DIRECTOR WILL BE IN POZNAN FOR  
TAKON FAIR SEPTEMBER 20-30.  
DAVIS

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NNN

## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 13 AUG 1974  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Authority:** n/a  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
**Disposition Date:** 01 JAN 1960  
**Disposition Event:**  
**Disposition History:** n/a  
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**Reference:** n/a  
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**Review Authority:** boyleja  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 12 JUN 2002  
**Review Event:**  
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30 JUN 2005

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**Status:** NATIVE  
**Subject:** TRADE DEVELOPMENT CENTER BUDGET REPORTING REQUIREMENTS FOR COMMERCE: BEWT: OEWT: S. ABRAHAMSON  
**TAGS:** BEXP, PL  
**To:** STATE  
**Type:** TE  
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